



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Classification

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**TITLE:** Adjustment Board Dockets

**CUTOFF:**EOCY

**DESCRIPTION:** Dockets listing offenders that are heard by the Adjustment Board Team on violations considered as major. This list shows the offender's name, number, housing unit, and the violation committed. The Board then notes their action on the docket at the hearing.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22877

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Administrative Segregation Dockets

**CUTOFF:**EOCY

**DESCRIPTION:** A list of offenders scheduled for appearance/review with the Administrative Segregation Committee, to include the recommendations of the committee and future review dates for each offender.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22878

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Assignment Change

**CUTOFF:**Completion of job change

**DESCRIPTION:** Form used for processing job changes by offenders. Form #MO931-3528

**RETENTION:** Years: Months: 1 Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22879

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Classification & Assignment File Transfer

**CUTOFF:** WSO

**DESCRIPTION:** Docket-transmittal sheet which receiving institutional staff review and sign for file release.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22880

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Classification Files

**CUTOFF:** Offender Release

**DESCRIPTION:** Folder that holds paper that pertain to offender's daily life while incarcerated.

**RETENTION:** Years: Months: 3 Days:

**NOTES:** Transfer to offender discharge file

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 22881

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Criminal History Checks - negative results

**CUTOFF:** Completion of check

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

**RETENTION:** Years: 0 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22990

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Criminal History Checks - positive results

**CUTOFF:**EOCY

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22882

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Criminal History Dissemination Log

**CUTOFF:**Completion of audit by Missouri State Highway Patrol

**DESCRIPTION:** Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to other staff.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22883

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Daily Movement Summary

**CUTOFF:**Offender's release from segregation unit

**DESCRIPTION:** Daily summary of activities and movement of offenders in the segregation unit.

**RETENTION:** Years: Months: 1 Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22884

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008



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**TITLE:** Individual Confinement Records

**CUTOFF:** Offender Release

**DESCRIPTION:** A folder that contains documentation of chronological events pertaining to offender's daily life while in the segregation unit.

**RETENTION:** Years: 75 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22885

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Record Transmittal/Receipt

**CUTOFF:** WSO upon return of file to appropriate facility

**DESCRIPTION:** Forms filled out to accompany offender files sent to other institutions, Central Transfer Authority, Attorney General and Diagnostic Center. The form tracks the location of the file and is no longer needed when the file is returned to the originating institution.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22886

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Transmittal Log

**CUTOFF:** WSO upon return of file to appropriate facility

**DESCRIPTION:** A receipt for records received from institutions indicating the type of records received for each offender, to include classification file, sentence and judgement, medical, education and personal property file.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22887

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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